

**SUBJECT: CLERK'S OFFICE COPY MACHINE**

REQUESTED BY: Clerk's Office

PREPARED BY: Deputy Clerk

DATE: April 19, 1999

FOR AGENDA OF: April 26, 1999

**SUMMARY:**

With the clerk's office now located on the first floor, we see the need to request funds to purchase a tabletop style copy machine for our office. The machine will serve the clerk's office, staff conference and research rooms, and council chambers. The machine we have selected will copy multiple page documents at 14 copies per minute, which will suite our need at this time.

We are in the process of requesting three quotes and have received two to date. Sharp and Xerox have responded and Cannon's is pending at this time. Based on our needs, we anticipate a purchase price between \$3,000 to \$3,500.

Should the council choose to fund this request, prior to the next fiscal year, line item 01.411.5002, Office Equipment, in FY 99 budget, will be over expended.

**FISCAL IMPACT:** \_\_No XYes, amount requested: \$3,500  
Fund: 01.411.5002, Office Equipment

*CLERK'S* **RECOMMENDED ACTION:** To appropriate funding in the amount not to exceed \$3,500 for the purchase of a copy machine for the clerk's office out of FY 99 funds.

Initial: SP

Attachments: None

Presented to council on 4/26/99  
Action taken:  Approved  Denied  
other: \_\_\_\_\_  
Verified by K. VanSteen